



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## WORKERS COMP CVRGE & CMPLNC INVESTIGR I

Job Number: 20000903

Job Code: 37610V000101

Job Group: 3700 - INDUSTRIAL COMPENSATION AND INSPE

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Investigates employers for insurance coverage and compliance with the Kentucky Workers' Compensation law; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have one year of experience in investigations, insurance claims adjusting, insurance underwriting, or in the fields of risk management employment or property and casualty insurance.

#### **Substitute EDUCATION for EXPERIENCE:**

Additional related training will substitute for the experience on a year-for-year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

Additional experience in one of the above or related fields will substitute for the education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Checks employers for workers' compensation insurance coverage. Explains workers' compensation insurance coverage and compliance requirements. Investigates employee complaints concerning insurance coverage. Investigates injury claims filed against Uninsured Employers' Fund to determine if coverage does exist. Writes investigative reports. Answers questions relative to provisions of Workers' Compensation Act. Prepares records and reports. Testifies in official proceedings.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Travel will be required to check employers for Workers' Compensation insurance coverage and to investigate claims.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*